December 1, 2003

Members Present:

George C. Newstrom (Chairman)　　Dr. Mary Guy Miller
Chris Caine　　　　　　　　　　　Len Pomata
Jimmy Hazel　　　　　　　　　　　Scott Pattison
Hiram Johnson　　　　　　　　　　Walter Kucharski (ex officio-non-voting)
James McGuirk

Members Absent:

John Lee

Call to Order

The Chairman called the meeting of the Virginia Information Technology Investment Board to order at 9:40 a.m. Nine of the ten members were recorded as present by roll call. A motion was made by Len Pomata, Chairperson of the CIO Search Sub-Committee, that pursuant to Section 2.2 -3711 A (1) of the Code of Virginia that the IT Investment Board convene into Executive Session for the purpose of interviewing and discussing specific candidates for the position of Chief Information Officer. Jimmy Hazel seconded the motion. By unanimous vote, the Board convened into Executive Session in the 3rd Floor Executive Board Room in the VITA Operations Center.

The Board reconvened at 1:10 p.m. John Westrick, Counsel for the Board, read the Virginia statute certifying:
  i.　to the best of each members' knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and
  ii.　only such public business matters as were identified in the motion by which the closed meeting was convened was heard, discussed or considered in the meeting by the public body.

Chairman Newstrom called the roll and each member so certified.   The Board immediately reconvened into open session.

Open Session:

Chairman Newstrom revised the order of the agenda. Agenda item VI(c), CIO Search Sub-Committee Report, was moved to the end of the meeting, at which time the Board would again convene into Executive Session.

Approval of Minutes

Len Pomata made a motion that the minutes of the November 5, 2003 meeting be approved. Scott Pattison seconded the motion. There being no discussion, the minutes were approved as submitted.

VITA Interim Rates

As requested in the November 5, 2003 meeting, Austin Matthews gave a presentation providing additional information on VITA Interim Rates (presentation attached). Scott Pattison, Chairperson of the Finance Sub-Committee, commended VITA staff for the work that had been done, and expressed the support of the Finance Committee regarding the rates. He stated that additional information regarding rates would be gathered as time progresses, but at the present time, upon Board approval, interim rates will be proposed to JLARC. At their December 8th meeting, JLARC would approve/disapprove the interim rates. From July 1st through the summer period, the Board will have an opportunity to review the activity of the past fiscal year and propose rates beyond the interim rates. JLARC in turn will have an opportunity to approve or disapprove proposed rates at their September/October meeting.

Discussion pursued. A motion was made by Scott Pattison that the interim rates be approved from November 1, 2003 through September 30, 2004. Jimmy Hazel seconded the motion. The motion carried was carried by a vote of 8-0. The Board approved the interim rates for the time period November 1, 2003 through September 30, 2004 (motion attached).

Sub-Committee Reports

IT Project Review Sub-Committee, Jim McGuirk, Chairperson, gave the following report:
- VITA Operating Plan - no report

- Development Approval of VDOT Proposals
  The Sub-Committee Chair called attention to the interim scorecard decision criteria included in the packets distributed to Board members. It was noted that a score of "yellow," was only an indication that particular attention was given to a particular project to ensure that projects were on schedule and that metrics were in place to thoroughly address concerns to ensure the success of the project. When/if changes were made to the balanced scorecard from "green" to "yellow," there is constant and timely communication with agencies keeping them involved in the process. Dan Ziomek and VITA Project Management staff will be developing more objective measurements to ensure thorough examination of projects. Prior to the next Board meeting, the IT Project Review Sub-committee will meet and be ready to recommend objective measurements at the next scheduled meeting.

  Two projects were reviewed and recommended for Board approval:
  o Jim McGuirk made a motion that the VDOT EZ Pass Implementation Project be approved for project development. Len Pomata seconded the motion. By unanimous vote, the Board approved the development approval of the project.

      o   Jim McGuirk made a motion to approve the VDOT Asset Management System Project. Dr. Mary Guy Miller seconded the motion. By unanimous vote, the Board approved the development approval of the project.

- Agency Acceleration/Deceleration Requests
  Dr. Gary Allen, VDOT Chief of Technology Research and Innovation, discussed VDOT's proposal to accelerate into VITA earlier than what has been proposed by legislation. He commented that it is important that VDOT accelerate early in the process and work with VITA staff on the transition. A working group was assigned within VDOT within 30 days to develop a transition plan. It is important for VDOT, a large agency, to be in on the ground floor with VITA in establishing the operational aspects of the new program and to work with VITA to help the small agencies in the transition. Since August, VDOT has held weekly meetings with VITA staff to address issues related to the transition --- financial, personnel matters, procurement and providing vehicles to those individuals presently working for VDOT across the state who will be transferring to VITA. The approval of interim rates is a critical issue for VDOT.

  The benefits of early collaboration are significant. VDOT has an extensive distributive network at over 400 locations throughout the Commonwealth. It is critical that VDOT remain operations technology and integrity 24/7. By engaging early in VITA, VDOT is able to ensure that service levels will be maintained. If VDOT waits until January 1 or December 31,2004, VDOT may not be able to have the collaborative relationship with VITA that is needed. By end of January, VDOT will be ready to transition into VITA.

  Chairman Newstrom echoed his support and reiterated the importance of the positives expressed by Dr. Allen and the senior staff at VDOT to accelerate into VITA.

  After discussion, it was decided that the staff of the IT Project Review Committee will discuss (1) the final due diligence on staff in light of VDOT budget cuts and (2) pending final assessment of the value of infrastructure transfers and will report to the Board at the January 7, 2004 meeting. A motion was made by Jim McGuirk that the Board endorse the continuation of the work between VDOT, IT and VITA to reconcile the answers as quickly as possible. Len Pomata seconded the motion. By unanimous vote, the Board approve the endorsement.

  There were no representatives from the Board of Accountancy or the Department of Planning and Budget to address the request to decelerate. John Westrick stated that there is nothing in the statute to allow deceleration of agencies. This item was tabled and will discuss this at the January 7th meeting. Before any motions are made to the Board regarding agency requests for acceleration/deceleration in/out of VITA, the IT Project Review Sub-committee will review the rates prior to the meeting.

Legislative Review Sub-Committee, Jimmy Hazel, Chairperson
- No action items pending presently. The Sub-Committee Chair informed the Board that with there will be prefiled legislation, as well as legislation introduced during the session,

which begins on January 12th. He anticipates that the Legislative Review Sub-Committee may become more active during the 45-day session.

Other Business

The next meeting of the IT Investment Board is scheduled for Wednesday, January 7th at the VITA Operations Center. Two carried forward agenda items for discussion are: (1) Amended By-Laws and (2) Presentation on Public Private Education Act.

Public Comment

Secretary Newstrom opened the floor to public comment. There was none.

A motion was made by Len Pomata, Chairperson of the CIO Search Sub-Committee, that pursuant to Section 3711 A(1) of the Code of Virginia that the IT Investment Board convene into Executive Session for the purpose of interviewing and discussing specific candidates for the position of Chief Information Officer. Jimmy Hazel seconded the motion. By unanimous vote, the Board convened into Executive Session in the Executive Board Room, 3rd Floor, VITA at 2:15 p.m.

Adjourn

The Board reconvened at 3:00 p.m. Chairman Newstrom read the Virginia statute certifying:

  i. to the best of each members' knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act, and
  ii. only such public business matters as were identified in the motion by which the closed meeting was convened was heard, discussed or considered in the meeting by the public body.

Chairman Newstrom called the roll and each member so certified.

The meeting was adjourned.

Information Technology Investment Board Motion
December 1, 2003

Description and Purpose: To concur with the interim rates proposed by the Virginia Information Technologies Agency for its services, as shown in the attached chart, and to express the sense of the Board on the importance of the Joint Legislative Audit and Review Commission approving these rates as expeditiously as possible.

Text of Motion: Mr. Chairman, I move that the Board concur with the interim rates proposed by the Virginia Information Technologies Agency for its services and that passage of this motion express the sense of the Board on the importance of the Joint Legislative Audit and Review Commission approving these rates as expeditiously as possible.

Proposed by: _____ **Scott Pattision** _____

Seconded by: _____ **Jimmy Hazel** _____

Recorded vote:

BOARD MEMBER	YES	NO
Chris Caine	x	
Jimmy Hazel	x	
Hiram Johnson	x	
John Lee		
James McGuirk	x	
Mary Guy Miller	x	
George Newstrom	x	
Scott Pattison	x	
Len Pomata	x	
TOTALS		

☐ Motion Carries on a Vote of: ___8___ to ___0___

☐ Motion Fails on a Vote of: _____ to _____

_____
Signed and certified by Board Chairman   Date

_____
Signed and attested to by Board Secretary   Date

Attachment

VITA New Service Interim Rates

Servers	NT Tier 1	NT Tier 2 $6,000-$14,999	NT Tier 3 $15,000-$27,999	UNIX Tier 1	Unix Tier 2	Unix Tier 3 $17,500-$29,999
Annual cost range	$547-$5,999	$14,999	$27,999	$547-$7,499	$7,500-$17,499	$29,999
Monthly Rates	**$338.00**	**$1,335.99**	**$2,775.12**	**$430.76**	**$1,619.76**	**$3,526.10**

Software	SW Tier 1	SW Tier 2 $10,000-$49,999	SW Tier 3 $50,000-$99,999	SW Tier 4 $100K-$249K	SW Tier 5 $250K-$474,005
Annual cost range	$320-$9,999	$49,999	$99,999	$249K	$474,005
Monthly Rates	**$312.66**	**$3,012.06**	**$10,054.78**	**$23,641.14**	**$51,556.84**

Desktops	PC Standard	PC High End	Lap Standard	Lap High End
Monthly Rates	**$94.70**	**$107.70**	**$204.03**	**$218.03**

Network Equipment - Data

Monthly rate (% of purchase)	**7.70%**

Network Equipment - Voice   **Other Hardware**

Monthly rate (% of purchase)	**4.54%**	**Monthly rate (% of purchase)**	**5.95%**

Additional PC hardware devices (printer, scanner, plotter, etc) charged as purchase price + administrative support (8.9%)
Additional PC software (Attachmate, Visio, MS Project, etc) charged as purchase price + administrative support (8.9%)
Wireless handheld devices charged as cost (purchase, maintenance, license, usage) + administrative support (8.9%)